

8/13/2024

Checklist for registration under GST



BY: RUBARU PROFESSIONALS LLP

Compliance and Governance Professionals

Regd Office: B-12, First Floor, Shani Bazar, Uttam Nagar, New Delhi-110059

Corporate Office: S-27, Pasha Commercial Complex, D.L.F., Dilshad Extn. -II,
Ghaziabad, Uttar Pradesh

Email: cs.naseemahmed@gmail.com, admin@rubaruprofessionals.com

Mobile No: - 8810660412, 9891705197

Documents and Information Required for GST Registration

Documents and Information r	Proprietorship Firm	Private Company	Partnership Firm / LLP
PAN Card of Entity	Yes	Yes	Yes
Certification of Incorporation		Yes	-
Memorandum of association/ Article of Association	---	Yes	---
Partnership Deed			Yes
PAN and Adhar and Photo of Owner / Partners / Directors	Yes	Yes	Yes
PAN, Adhar and Photo of Authorized Signatories	Yes	Yes	Yes
Any other government registration Certificate- Factories/ shop and Establishment Etc	Yes	Yes	Yes
Any one Address proof of Place of Business- Like <ul style="list-style-type: none"> • Electricity bill (latest 2 months) • Water Bill (latest 2 months) • Govt Telephone Bill • Rent agreement • No objection Certificate • Property tax receipt • Khasra - Khatauni • Sale Deed • Benama papers • Lease Deeds registered with Govt Office 	Yes	Yes	Yes
List of goods / services to be dealt with HSC/ SCN code	Yes	Yes	Yes
Cancelled cheque with the name of Entiity	Yes	Yes	Yes
Mobile and Mail id of owner / each partner/ entity	Yes	Yes	Yes
Additional place of business, if any (Branch/Depot etc	Yes	Yes	Yes